

## **VERY IMPORTANT ANNOUNCEMENT**

### **POLICY CHANGE FOR REQUIRED CLEARANCES FOR CTE STUDENTS – revised 7-31-2020**

**The following changes for required clearances for all CTE students who are currently employed are as follows:**

- 1 – The College of Education requires ALL students to submit copies of the current clearances they have on file with their school when they register with the CTE program.
- 2 - If you are currently in the CTE Program and you do not have the required updated clearances uploaded, you must complete this before registering for any courses.
- 3 - The four required clearance documents are - State Police, Child Abuse, FBI/Fingerprints, and Tuberculosis must be uploaded in a jpeg or pdf format ONLY.
- 4 – To upload current clearance documents, use your Temple ID and password to access <http://edportal.temple.edu>. Edportal is the Temple University College of Education website for uploading clearance documents. For uploading instructions visit <https://education.temple.edu/ofp/instructions-uploading-clearances-edportal-site>.
- 5 – Select the **FIELD EXPERIENCE** choice for “need for clearance”
- 6 - **Please do not fax or send as an email attachment. Due to privacy regulations, we cannot accept personal identifiable information by email.**  
Access this link below for complete information  
<https://education.temple.edu/cte/student-services/clearances>
- 7 – Clearances are valid for 5 years from the issue date. The expiration date of the clearances will be recorded. You will be expected to upload new clearances to Edportal when you submit updated clearances to your school. This is required to stay enrolled in the CTE Program.

**Note:** Employment verification will be conducted for all students registering for a field course. If you choose, and/or expect to complete fieldwork for a course in a school building other than the school where you are currently employed, you will be required to complete a form signed by your HR stating your clearances are valid.

If you have any questions regarding Clearances, please contact [cteadvising@temple.edu](mailto:cteadvising@temple.edu).